55 Leinster Park

Harolds Cross

Dublin 6W

23rd October 2015

Dear Sir/Madam,

Please find attached my current CV and application form in respect of my application for a trainee solicitor position with Byrne Wallace, during your intake in 2016. It is my belief that I have acquired the necessary technical ability, legal experience and client servicing focus to become an excellent solicitor with Byrne Wallace.

The diverse commercial experience I have gained in the UK and Australia since the completion of my law degree has provided me with strong business acumen and the ability to solve complex problems to a positive end. Previous employers have remarked upon the fact that I am an outstanding team player, while also possessing the ability to work on my own initiative, when required.

As a Client Manager with Suncorp Insurance in Melbourne, I worked as part of the National Event Response Team, managing over 24,000 Personal Insurance claims, resulting from widespread cyclonic destruction. Prior to this, I also worked with Suncorp Motor Insurance in Brisbane, managing personal brokered claims and consistently provided an exceptionally high level of customer service, whilst managing my case load efficiently and speedily.

I pride myself on my highly developed persuasive skills and have a strong ability to undertake detailed analysis and problem solving to a positive end, as evidenced by my academic success. Within my current role as Legal Executive with Invesco, I carry out extensive legal drafting of deeds and explanatory booklets for occupational pension schemes and assist in complex dispute resolution between trustees and scheme employers. I have gained the Professional Certificate in Financial Advice and will become a Qualified Financial Advisor in 2016. I will also complete the FE-1 exams in Spring 2016, having passed five of the exams while simultaneously working in a fast paced dynamic role in the legal department of Invesco Limited.

My conscientious work ethic and close attention to detail are matched by my excellent communicative and written skills. I was appointed as Secretary of the Trustee Committee for ILP Pension Trustees (the sister trustee company of Invesco). In addition to organising trustee meeting and recording minutes, I undertake risk management for pension schemes, ensuring compliance with pension and revenue legislation.

I would be most grateful to be considered for a place on the Byrne Wallace trainee solicitor programme. The details within my CV can be substantiated with references from current and previous employers, available upon request.

Yours Sincerely,

Lorraine Hearne